

CLASSIFICATION: SECURITY OFFICER I

Class Code: 8122-12

Date Established: 12-06-01

Occupational Code: 3-3-9

Date of Last Revision: 09-23-03

BASIC PURPOSE: To provide security / police coverage through enforcement of established policies and procedures, and patrol and inspection functions for the purpose of the protection of state-owned property against fire, theft, and vandalism, as well as providing general and specialized services to patients/residents, employees, and citizens.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Monitors the regulations and policies governing the security and protection of state-owned property including buildings, grounds, and parking lots in the area.
- Periodically inspects all buildings, grounds and parking lots in and around state-owned buildings.
- Checks mechanical equipment, reports discrepancies to supervisor and takes corrective action to ensure that state facilities are maintained in a safe manner.
- Assists the public in locating offices and individual state officials or employees and provides general information to employees, patients, and visitors.
- Inspects for pilfering of state property and investigates thefts as required; maintains parking and traffic regulations.
- Responds to burglar, mechanical and fire alarms at state facilities to determine the nature of the problem and reports to supervisor, including fire, personal safety, and auto dial alarms.
- Tests burglar and fire alarm systems to insure they are working properly.
- Inspects grounds at specified intervals for fire, theft, lighting and other safety hazards; prepares reports of inspections and investigations for presentation to supervisor.
- Investigates criminal activities and detects, apprehends and arrests law violators; prepares reports of inspections and investigations for presentation to superior.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

SECURITY OFFICER I

Page 2

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements, which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year as a certified police officer, security officer, correctional officer, active military, or in a position or combination of positions, that would evidence possession of the requisite skills necessary for satisfactory performance at this level.

License/Certification: Valid driver's license.

SPECIAL REQUIREMENTS:

NHH ONLY:

1. Required by RSA 188-F: 27, III-a and HB 121 – Chapter 138, laws of 1997 and in accordance with protocols adopted by the NH Police standards and Training Council: All uncertified part-time and full-time police officer candidates, prior to assuming their duties, must successfully pass a;
 - Urine drug screening administered under the direction of a licensed physician according to established protocols.
 - Physical Fitness Performance Test meeting established standards and successfully retest every three years thereafter.
 - Psychological screening test battery administered under the direction of a licensed psychologist or psychiatrist designed to detect behavior traits that could adversely affects the person's ability to perform the essential functions for a law enforcement officer.
 - Physical Exam meeting established standards (PSTC Form D) and successfully re-test every three years thereafter.
2. A thorough character investigation and reference check will be made before appointment. Candidates who do not have good character or a conviction free record of serious offenses will be ineligible for appointment.
3. Must be at least 21 years of age at appointment.
4. Within the first six months of employment, the Security Officer must successfully complete a training course established by the Police Standards and Training Council and thereafter maintain yearly certification.

SECURITY OFFICER I

Page 3

5. Appointment to this classification is provisional pending satisfactory completion of all written and physical components of the Mental Health Worker Training Program, as approved by the Division of Personnel, within the first four (4) weeks of employments.
6. Must possess a valid driver's license in the state in which the employee resides, with appropriate endorsements required for the type of vehicle being operated. Must possess or successfully complete a Defense driving Course as approved by the New Hampshire Safety Council within the first six (6) months of employment. As a condition of and prior to hire, the applicant must have verified their current New Hampshire driving record supplied by the Dept. of Safety, Division of Motor Vehicles indicating no major traffic violations.

RECOMMENDED WORK TRAITS: Knowledge of law enforcement work and arrest procedures. Skill in dealing with offenders of the rules and regulations established for the control of pilfering and damage to state-owned property. Ability to enforce laws in accordance with standard procedure to control pilfering and damage to state property. Ability to understand and follow instructions. Ability to work with people and secure their cooperation without the use of violence. Ability to perform investigations, question witnesses and prepare written reports. Ability to use judgment when using force to control individuals or groups. Ability to establish and maintain harmonious working relationships with employees, residents, other law enforcement agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.